

WEST SOUND UTILITY DISTRICT
Minutes of Meeting of the Board of Commissioners
Held in Office Building
2924 SE Lund Avenue, Port Orchard, WA 98366
Monday, November 16, 2015 3:00 p.m.

Chairperson: Jerry Lundberg
Vice Chairperson: Susan Way
Commissioner: Jim Hart

Attending: Michael Wilson, General Manager
John Tapia, Utility Foreman
Michael Whitehead, IT Manager
Randy Screws, SKWRF Plant Manager
Tracy Fantz, Asst. Finance Manager

The meeting was called to order by Commissioner Lundberg at 3:00 p.m.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

A member of the community was in attendance.

CONSENT AGENDA

1. Approval of Board Meeting Minutes of November 2, 2015
2. Approval of Vouchers WSUD #24836 through #24880 in the amount of \$140,866.58
3. Approval of Vouchers SKWRF #13370 through #13388 in the amount of \$30,342.66
4. Approval of November 2015 Payroll in the amount of \$168,739.98

Commissioner Hart moved to approve items in the Consent Agenda. The motion was seconded by Commissioner Way; motion approved 3-0.

BOARD DISCUSSION/ACTION

Second Reading: Resolution 576-15, Amending the 2015-16 WSUD Budget

The General Manager reviewed changes being recommended for the Water, Wastewater and SKWRF Capital Budgets.

First Reading: Resolution 579-15, Water/Sewer Utility Rates

General Manager Wilson gave an overview of the proposed utility rate changes

First Reading: Resolution 578-15, WSUD Personnel Manual – Disability Discrimination

General Manager Wilson explained the proposed modification regarding the wording of disability discrimination found in our current personnel manual.

ATTORNEY'S REPORT

Not present

PLANT OPERATIONS REPORT

Plant Manager Screws reported:

- Work is commencing on several repairs to the primary clarifiers
- A Clarifier Hydraulic Modeling draft report has been received and is being reviewed
- Working on finalization of the PSA for the Biosolids Study
- Design work for the Storage Building is complete and a meeting has been scheduled with the design engineer to discuss plans
- The Public Outreach and Education program for local fifth grade classes was November 13th

UTILITY FOREMAN'S REPORT

Utility Foreman Tapia reported:

- The building for the Villa Carmel Lift Station will be delivered November 18th
- Whitney Equipment will complete the Orchard Bluff lift station this week, they plan to install at Grandridge next, and then Conifer Park
- Engineering is underway for the Well #1 Reservoir Construction
- Samples were drawn from Well #22 and we are waiting for the results to determine if any treatment is required
- Caseco will be doing the demolition of the Karcher Old Reservoir
- Horstman Heights Phase 2 is being delayed due to rain
- Silverview Phase 2 is nearing completion
- The Les Schwab project is progressing well

IT MANAGER'S REPORT

IT Manager Whitehead reported:

- Several server projects are being worked on including domain upgrade, new Antivirus installation, server consolidation and SKWRF upgrades
- The new website mock up should be completed by the end of this week
- VUEworks build outs for the District and SKWRF continue, the need for the contractor's assistance is diminishing
- A temporary switch was installed at SKWRF, a second switch will be purchased in 2016
- Customer Service continues to work with the new ShoreTel phone system and some additional work will be required to get the conference bridge for SKWRF operational

ASSISTANT FINANCE MANAGER'S REPORT

Assistant Finance Manager Fantz reported:

- The District has been billed for the primary election costs in the amount of \$24,308.86
- Customer Service enjoyed working with the fifth graders during the 'Build A Bug' portion of last Friday's Public Outreach and Education program
- Joy Ramsdell will be traveling to China - leaving November 19th and returning December 7th

GENERAL MANAGER'S REPORT

General Manager Wilson reported:


- We have received \$91,047.00 for the Nathan's Glen project from the Holt Distressed Property Fund
- Meetings for this Wednesday and Thursday are scheduled to discuss preliminary planning of whether the District or the City of Port Orchard will be providing water and sewer services for the Sedgwick Interchange
- The SK WRF property conveyance is still a work in progress; necessitating four individual Quit Claim Deeds to be prepared
- Our contract for IT Services with the Port of Bremerton expires at the end of the year; negotiations are underway for a new contract beginning 2016

COMMISSIONER REPORTS

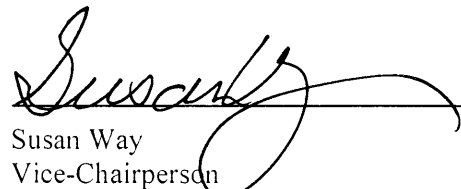
None

ADJOURN

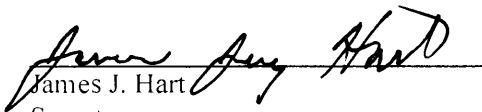
Commissioner Hart moved and Commissioner Way seconded the motion to adjourn the meeting at 4:47 p.m., motion approved 3-0.



Jerry Lundberg
Chairperson



Susan Way
Vice-Chairperson



James J. Hart
Secretary

**PAYROLL AND ACCOUNTS PAYABLE VOUCHER INFORMATION
NOVEMBER 16, 2015 WSUD BOARD MEETING**

NOVEMBER PAYROLL:	91925	SEWER OPERATIONS	54,239.20
	91926	WATER OPERATIONS	55,035.12
	91927	INFORMATION TECHNOLOGY	6,704.08
	91928	SKWRF	<u>52,761.58</u>
GRAND TOTAL PAYROLL ALL FUNDS:			<u><u>168,739.98</u></u>

ACCOUNTS PAYABLE: DISTRICT

District vouchers #24836 through #24880 issued 11/23/15 in the amount of \$140,866.58:

Fund 91924 - WTR/WW Rev Bond Debt Service Fund	0.00
Fund 91925 - Wastewater Operating Fund	8,802.02
Fund 91926 - Water Operating Fund	37,069.36
Fund 91927 - Information Technology Fund	8,751.70
Fund 91930 - Water Capital Improvement fund	10,442.78
Fund 91933 - Sewer Capital Improvement Fund	<u>75,800.72</u>
TOTAL DISTRICT ACCOUNTS PAYABLE	140,866.58

SKWRF

SKWRF vouchers #13370 through #13388 issued 11/23/15 in the amount of \$30,342.66:

Fund 91928 - SKWRF Operating Fund	28,151.66
Fund 91931 - SKWRF Capital Improvement Fund	<u>2,191.00</u>
TOTAL SKWRF ACCOUNTS PAYABLE	30,342.66

GRAND TOTAL ACCOUNTS PAYABLE ALL FUNDS	<u><u>171,209.24</u></u>
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